

NOTICE DEPOSITING UNCLAIMED FUNDS

The submission and handling of unclaimed funds is guided by D.N.J. LBR 3011-1

The following steps illustrate the filing of a **Notice Depositing Funds to the Registry** (Chapter 7 Trustee submission) or a **Statement of Undistributed Balance** (Chapter 13 Trustee submission). A standardized form entitled Notice Depositing Unclaimed Funds is available on our web site.

PLEASE NOTE: Although a Motion to Deposit is available in the Motion/Application category, *trustees should use the event Notice Depositing Unclaimed Funds* found in the Misc. Events category. To recover funds from the Registry, use Motion for Payment of Unclaimed Funds. This event is found in the Motion/Application category and requires a hearing.

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- STEP 1** Choose **Bankruptcy** on main menu
- STEP 2** Choose **Misc Events** category
- STEP 3** Choose **Notice Depositing Unclaimed Funds** from drop down list; click [NEXT]
- STEP 4** Click [NEXT] to skip “Joint Filing with other Attorney” screen
- STEP 5** **Select the Party** screen displays. Highlight the trustee; click [NEXT]
- STEP 6** Upload pdf file; click [NEXT]
- STEP 7** Enter the *Name of Creditor* and *Payment Amount* in the appropriate fields; click [NEXT]
- STEP 8** Confirm case name and number; click [NEXT]
- STEP 9** Docket text appears. Review for accuracy; modify if appropriate; click [NEXT]



*TIP - Text of docket entry cannot be modified from this screen. If modification is necessary use [BACK] button. **THIS IS THE ONLY OPPORTUNITY TO MODIFY INFORMATION***

SAMPLE DOCKET TEXT

**Notice Depositing Unclaimed Funds for Sears in the Amount \$ 900 Filed by
Trustee1 Trenton on behalf of Trustee1 Trenton. (Trenton, Trustee1)**

STEP 10 **Notice of Electronic Filing** displays.